

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 10/29/2003	EMS 10/29/2003	EMS 11/20/2007	DGC 10/17/2006

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Revision no.

4.4.72 Emergency Preparedness Procedure

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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Warning! ☒ The information in this document may be out of date and should be reviewed.

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1 PURPOSE

- 1.1 The purpose of this procedure is to establish practices that relate to the preparation and response for environmental emergency situations at the City of Williamsburg Department of Public Works and Utilities Shop Complex.

2 SCOPE

- 2.1 This procedure is responsive to Element 4.4.7 Emergency Preparedness and Response, of the ISO 14001 1996 standard, and covers operations of Department of Public Works and Utilities Shop Complex.

3 RESPONSIBILTIES

- 3.1 Director of Public Works and Utilities or assignee
 - 3.1.1 Will be responsible for accessing and reviewing all of the Emergency Operations documents for the proper personnel and locations.
- 3.2 The EMS Team
 - 3.2.1 Will be responsible for accessing, maintaining and reviewing all of the Emergency Operations documents. This includes coordinating with Superintendents the training of employees.
 - 3.2.2 Will reassess and revise the Emergency Operations documents following the occurrence of a reportable spill, emergency situation, or as needed.

4 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

5 PROCEDURES

- 5.1 The City of Williamsburg Emergency Operations Plan (including Hazardous Waste, Hazardous Materials, and Spill Response Contingency Plans) are accessible and located in the following areas: I) City Manager Office II) Director of Public Works and Utilities Office III) Fire/Police Dept. IV) EMS Files V) City Intranet.
 - 5.1.1 The Emergency Operations Plans are accessible in hard copy to all Department of Public Works and Utilities Superintendents through the Director of Public Works and Utilities office or in the EMS files.
- 5.2 All Department of Public Works and Utilities employees are made aware of the Emergency Operations Plans and are trained to the specifics by their Superintendents.
- 5.3 Emergencies and spills will be reported to the proper authorities as required by the federal, state and local regulations.

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- 5.4 The Emergency Management Coordinator will ensure the documented plans are properly reviewed and updated as appropriate. The documents should be reviewed for their ability to identify the potential for and response to accidents and emergency situations, and for preventing mitigating environmental impacts that may be associated with them. Consideration should also include: accidental discharges to air, water, land and other specific environmental affects from accidental releases. Identification of potential environmental accidents and emergencies will be evaluated using guidance and on screen instructions in 4.4.71 Develop Emergency Response Procedures in the worksheet section of GreenWare.
- 5.5 The Emergency Operations Plan documents will undergo review after the occurrence of a reportable spill or emergency situation.
- 5.6 Emergency preparedness drills shall be carried out when feasible and documented as such for permanent records.
- 5.7 Emergency situations will be responded to as prescribed by the specified procedures for that emergency or Emergency Operations Plan. (see references/related documents 6.0)

6 REFERENCES/RELATED DOCUMENTS

- 6.1 Meeting Minutes, notes from review of Emergency Operations Plan.
- 6.2 Related worksheet section of Green Ware:Ref. no.: 4. 4. 71 Ref. name: Develop emergency response procedures
- 6.3 City of Williamsburg Emergency Operations Plan
- 6.4 Emergency Response Procedure Fuel Spills
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